

Northern Community & School Recreation Coordinator Program

Guidelines for the Community School Recreation Coordinator Sample Position Description

Definition

The Community School Recreation Coordinator (CSRC) will facilitate community sport, recreation and culture opportunities utilizing the school and other community assets for programming, following the objectives of the Northern Community & School Recreation Coordinator Program (NC&SRCP). These programs will be after school evenings and weekends and in conjunction with community and school special events.

Supervision/ Accountability

The partner as identified in the Notice of Intent ensures provision of direct and day to day supervision of the CSRC.

As well, the CSRC works closely with and is accountable to, the Community Steering Committee.

Responsibilities

- follow the objectives and principles for the NC&SRCP
- participate in the required and mandatory Training and Administrative sessions
- ensure programs developed represent the benefits of sport, culture, and recreation (such as fun, skill development, and personal growth)
- coordinate/or provide a variety of sport, culture and recreation opportunities for students, their families, and other community members (considering all age groups, skill levels, gender equity, etc.)
- promote and communicate program plans to encourage participation from students, their families, and other community members
- coordinate Community Steering Committee meetings every two months (agenda development, record keeping, physical arrangements.)
- coordinate and work with the Community Steering Committee through the regular meetings, to develop, monitor, budget and evaluate all aspects of the program.
- work cooperatively with community members and organizations to encourage and enable them to lead programs and volunteer with programs
 - recruit, coordinate, and recognize volunteers
 - provide opportunities for participatory and or leadership skill development
- maintain a regular work schedule and record of hours worked, in concert with employer policies and as dictated by the program objectives and annual programming plan that must include the provision of programs and events outside of normal school hours and operating year.

- complete daily records of programming including name, description, location, date, participant statistics (age, gender), volunteer statistics, costs, and partners involved.
- prepare bi-monthly, interim and final reports for the Community Steering Committee and program funding agencies as required.

Knowledge, Skills & Abilities

- program planning skills
- organizational & time management skills
- communication and interpersonal skills
- leadership skills
- computer skills
- budgeting and financial management skills
- volunteer management skills
- able to speak Cree or Dene would be a significant asset
- sensitivity to and understanding of the Community
- able to work independently and with others (team work)
- possess a valid Saskatchewan Driver's Licence – Class 5

Education, Training & Experience

- The minimum qualifications for the position are a two year diploma in recreation, leisure studies or equivalent. Candidates without certification can be considered depending upon their strength of local knowledge, and support coupled with appropriate experience and skills.
- Experience in sport, culture, and recreation programming
- Experience working with volunteers.